

ACEC/WSDOT Project Delivery Team

Change Recommendation Form

Team Leaders	Ken Smith & Duncan Finley	Date 10/27/04	Change Request Number 1
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Current Process: *Description of the current process*

There is no statewide direction on what needs to be included for an intersection approval. Currently there are several different versions of intersection or channelization plan checklists developed by the regions. Often, when a local agency, developer, consultant, or WSDOT employee submits a plan for approval, it is reviewed and returned for correction. In many cases the submitter is not aware of the region checklist requirements.

Improvement Opportunity: *Major causes for current process performance*

To eliminate re-work state clear expectation up front. This can save weeks of wasted time on submittals and reviews for approval on intersection plans.

Recommendation: *Solution for addressing the improvement opportunity*

Develop a statewide standard, with examples, of what needs to be on the intersection approval checklist.

Benefits: *Why proposed change will result in improved performance*

This proposal will reduce the time for development, review, and re-work of intersection or channelization plans for approval.

Stakeholder Identification

State Design Engineer
Region Project Development
Local Programs

Responsibility for Implementation: *Who will implement the recommendation?*

The State Design Engineer will incorporate guidance in the Design Manual and/or the Plans Preparation Manual.

Time Constraints for Implementation: *When will the recommendation be implemented?*

The next revision cycle of the Design Manual.

Details for Implementation: *How will the recommendation be implemented?*

The normal revision process for changing design policy.

ACEC/WSDOT Project Delivery Team

☐ *Approved*

☐ *Pending*

☐ *Rejected*

Comments:

Signed: _____ *Date:* _____

Don K. Nelson and/or Brad Stein

ACEC/WSDOT Project Delivery Team

The ACEC/WSDOT Project Delivery Team has developed the attached recommendation. You have been identified as a stakeholder for this process or program. Your comments are a valuable part of this improvement opportunity.

Please return your comments to: _____

By: September 1st, 2004

Stakeholder Comments:

State Design Engineer approves of this idea. Many years ago we had a check list for this, it is a good idea to put it back in the design manual.

What is your opinion of this change request proposal?

Please check one of the following:

- ☐ Good Idea
- ☐ Needs Work
- ☐ Bad Idea
- ☐ No Impact

Name _____ Phone _____

Title _____